UNITED NATIONS **ST**

Secretariat

ST/IC/1994/7
17 February 1994

INFORMATION CIRCULAR

To: Staff members in the Professional and higher categories at Headquarters

From: The Director of Personnel

Subject: SURVEY OF OUT-OF-AREA EXPENDITURES FOR POST ADJUSTMENT CALCULATION

1. A special survey of out-of-area expenditures will be conducted by the International Civil Service Commission (ICSC) to obtain data from staff that will be used for evaluating the post adjustment in New York.

2. Each eligible staff member will be requested to furnish data on his/her household's out-of-area expenditures on consumption and non-consumption items during the past 12 months.

3. The questionnaire will be distributed by the Executive or Administrative Office to all staff members in grades P-1 to D-1 or L-1 to L-6 stationed in New York who hold a permanent or probationary appointment or a fixed-term appointment of six months or more.

4. The information provided by you will be treated strictly confidential. To protect your privacy, you are not required to indicate your name on the questionnaire, which will be identified by a schedule number for control purposes.

5. Since the form is quite brief, it is expected that it can be completed in a short period of time. Please return the completed questionnaire to the Administrative/Executive Officer of your Department/Office in a sealed envelope marked "CONFIDENTIAL", by 7 March 1994. If you have any questions, please telephone the Cost-of-living Division, ICSC, at extension 3-4335 or 3-2090.

6. It is in your own interest to fill in the questionnaire as completely as possible to ensure accuracy of the New York data. Please bear in mind that New York is the base of the entire post adjustment system and the information you provide will affect the post adjustment not only at headquarters, but also at all other locations.

94-08437 (E) 180294 21/02/94

UNITED
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ST/IC/1994/8
22 February 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: ABSENCE FROM WORK ON FRIDAY, 11 FEBRUARY 1994

1. Because of the snowstorm and the consequent disruption of transportation, the Headquarters buildings were closed on Friday, 11 February 1994. Staff members who were thus unable to report to their offices on that day are excused from work and will not be charged annual leave for the day of absence.

2. The absences of other staff members who were on sick leave, previously authorized annual leave or other leave status will continue to be charged against their leave entitlements.

3. The Secretary-General is deeply grateful to all staff who reported to work on that day, often under extremely trying conditions. Those staff members who were required to report to work, or remained at work, because their functions were necessary to the maintenance of essential services under emergency conditions will be granted compensatory time off for the hours worked.

94-08813 (E) 230294 27/02/94

UNITED
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ST/IC/1994/9
28 February 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: 1994 COMPETITIVE EXAMINATION FOR ARABIC INTERPRETERS

1. A competitive examination for Arabic interpreters will be held in May-June 1994 in New York, Geneva, Vienna, Cairo and other locations according to the number and location of qualified candidates convoked for the examination and the availability of necessary technical equipment. The purpose of this examination is to establish a roster from which present and future vacancies for Arabic interpreters will be filled.

2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special missions are considered outside candidates for the purpose of this examination. Staff members who are successful in the examination and are selected for inclusion in the roster will be assigned in New York to fill vacancies as they occur in the Arabic Interpretation Section, Interpretation, Meetings and Documentation Division, Office of Conference Services of the United Nations Secretariat. Assignments are subject to rotation and interpreters may thereafter be called upon to serve at other duty stations in Africa, Asia and Europe according to the needs of the Organization. Interpreters are expected to serve a MINIMUM OF FIVE YEARS in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 9 and 10 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have Arabic as their main language; 1/

(b) Have a perfect command of Arabic and an excellent knowledge of English or French. The Board of Examiners, appointed by the Director of Personnel, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application either a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which Arabic is the language of instruction or hold a university degree from a recognized school of interpretation. The Board of Examiners may, at its discretion, admit a candidate graduating from a university whose principal language of instruction is other than Arabic, provided he/she has adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic;

(d) Have 200 days of experience as conference interpreters or 200 days of work experience in the field of translation, editing, verbatim reporting or related fields.

4. The requirement for a university degree or its equivalent from a university or institution of equivalent status may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The examination will consist of two parts:

(a) Interpretation into Arabic from recordings of four speeches delivered in English or French (approximately 5 to 10 minutes per recording);

(b) Interpretation into English or French from recordings of four speeches delivered in Arabic (approximately 5 to 10 minutes per recording).

7. On the basis of the results of the examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 10 to 12 weeks after the examination. The Board will interview the selected

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candidates to assess general culture, professional experience, knowledge of the United Nations, personality, willingness to serve at any duty station and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should NOT assume that they will be offered an assignment.

8. On the basis of the overall results of the examination, the Board will recommend to the Director of Personnel the most suitable candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

9. Staff members selected to fill vacancies will be assigned as Arabic interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

10. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Office of Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. To be promoted to the P-3 level staff members must have completed the trial period to the complete satisfaction of the Interpretation Service. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

11. Staff members applying for the examination should complete the attached form and submit it, NOT LATER THAN 31 March 1994, to:

Competitive Examination for Arabic Interpreters
Recruitment and Placement Division
Room S-2535G
United Nations Secretariat
New York, NY 10017

12. Staff members from offices away from Headquarters should submit their applications directly to the Recruitment and Placement Division through the chief administrative officer or director of administration of their respective duty stations before 31 March 1994, the deadline for receipt of applications in the Recruitment and Placement Division.

Notes

1/ "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1994 COMPETITIVE EXAMINATION FOR ARABIC INTERPRETERS 1/

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s)_____

What is your main language? 4/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages 5/

Language(s)	United Nations language programme (indicate highest level and date)	Courses taken at other institution (name and location)

/...

B. Indicate your ability in each of the languages mentioned above

	Read		Understand		Speak		Write	
Language	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

C. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution Place and country	Language of instruction	Attended from/to month/year	month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year	month/year	Certificate or equivalent 6/	Main field of study

E. Describe work experience (giving dates and length of time) in conference interpretation or related fields, if any

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/1994/9 and I understand that, if I am successful in the competitive examination for Arabic interpreters and recommended for inclusion in the roster, my assignment as an Arabic interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 9 and 10 of that circular.

Date: _____ Signature: _____

Notes

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1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which Arabic is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and personnel action (P-5) forms. If not, please contact your Personnel Officer to obtain your number.

3/ Please indicate Department/Office, e.g., DDSMS, DESIPA, DPCSD, OGS, OCS, ECE, UNCTAD, UNOG, UNOV or other (specify).

4/ "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1994/9.

6/ Give exact name and title in original language. Do not translate or equate.

UNITED
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ST/IC/1994/10
28 February 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: INTERNATIONAL WOMEN'S DAY

1. The Group on Equal Rights for Women in the United Nations Secretariat has organized an assembly to be held on Tuesday, 8 March 1994 in the Trusteeship Council Chamber from 11 a.m. to 1 p.m. to mark International Women's Day.

2. The Secretary-General has been invited to address the assembly. Other speakers will include President Mary Robinson of Ireland, H.E. Ms. Madeleine Korbel Albright, Permanent Representative of the United States of America to the United Nations, Ms. Gertrude Mongella, Secretary-General of the Fourth World Conference on Women, and Ms. Supatra Masdit, President of the Centre for Asia-Pacific Women in Politics.

3. Staff members wishing to participate in this event will be released from their duties subject to the exigencies of the service and should be in their seats by 10.45 a.m.

94-10165 (E) 020394

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UNITED NATIONS

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Secretariat

ST/IC/1994/11
7 March 1994

INFORMATION CIRCULAR

To: Members of delegations and staff

From: Director, Office of General Services

Subject: FIRST DAY OF ISSUE: 1994 ENDANGERED SPECIES SERIES

1. On Friday, 18 March 1994, the United Nations Postal Administration (UNPA) will issue the second set of stamps in its multiyear series on endangered species. Launched on 3 March 1993, the twentieth anniversary of the signing of the Convention on International Trade in Endangered Species of Wild Fauna and Flora, the series draws attention to the need for the protection of endangered species throughout the world. The aim of the Convention is to make sure that international trade does not threaten the survival of species of wild animals

Denomination:
29 cents

Endangered species:
Chimpanzee
St. Lucia Amazon parrot
American crocodile
Dama gazelle

Designer:
Kerrie Maddeford
(Australia)

and plants. In 1994, UNPA will issue three sheets of 16 stamps, one sheet in each of the three currencies. Each sheet will illustrate four different endangered species.

2. The 12 stamps, in denominations of 29 cents, F.s. 0,80 and S 7, each measure 39.2 mm horizontally x 28.6 mm vertically, perforation to perforation (perforation: 12 1/2 x 13 3/4). The stamps will be printed by Joh. Enschedé en Zonen (Netherlands). Each denomination will have a printing quantity of 4.8 million stamps (300,000 sheets). The sheet concept and border illustrations are the work of Rocco J. Callari, a United Nations staff member.

(United States equivalents - F.s. 0,80: 59 cents and S 7: 63 cents - subject to exchange-rate fluctuations.)

3. Because of the format of the sheets, collectors are advised that the MINT stamps will be available in selling units of a full sheet of 16 stamps or a single unit of a se-tenant block of 4 stamps.

4. First-day covers for the endangered species series will be available as follows:

Single first-day covers - four covers with singles for each location.

M.I. block of four first-day covers - one cover for each location.

Combination first-day covers - one cover for each location.

Denomination:
F.s. 0,80

Endangered species:
Mexican prairie dog
Jabiru
Blue whale
Golden lion tamarin

Designer:
Leon Parson
(United States of America)

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Triple-cancelled first-day covers - one large cover with the three different se-tenant blocks of four affixed and appropriately cancelled.

Jumbo first-day covers - one large cover for each location with full sheets affixed and appropriately cancelled.

5. On 18 March 1994, UNPA will issue its seventh set of maximum cards. Each of the three different cards will feature photographs of the four endangered species illustrated on the stamps affixed to each card and cancelled first day of issue relevant to the respective office. The maximum card cancelled United Nations New York will sell for $1.46. The cancelled United Nations Geneva is priced at $2.72, while the cancelled United Nations Vienna is priced at $2.86, subject to exchange-rate fluctuations.

6. UNPA will issue the 1994 endangered species annual collection folder on 18 March 1994. The specially designed album will devote separate pages to each of the 12 endangered species. The album will contain information in English, French and German and be beautifully highlighted by an array of colourful photographs about the species. The mint edition of the folder will contain the 12 endangered species stamps not affixed inside the album although spaces and mounts have been provided for this purpose. The cancelled edition of the folder will have the stamps affixed and cancelled first day of issue in New York, Geneva and Vienna as appropriate.

Denomination: S 7

Endangered species:
Ocelot
White-breasted silver-eye
Mediterranean monk seal
Asian elephant

Designer:
Paul Margocsy
(Australia)

7. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachet ONLY.

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8. Members of delegations and the staff may obtain the new stamps and first-day cancellations on Friday, 18 March 1994, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building: 9 a.m.-5.30 p.m.;

(b) The counter at the north end of the Secretariat lobby: 9 a.m.-4 p.m.

9. Collectors should note that the endangered species series is the result of a survey taken several years ago in which UNPA asked its collectors what topics they would most like to see on United Nations postage stamps. The protection of endangered species was high on the list of responses.

10. Staff members are encouraged to use United Nations stamps on their personal mail. By doing so, these miniature messengers of peace can educate thousands of people world wide about the activities and goals of the United Nations.